

POSTED
July 2023

JOB ANNOUNCEMENT

The following position is available with the **Oklahoma Department of Career and Technology Education**.

PROGRAM SPECIALIST

Agricultural Education

Assists with the responsibilities and duties associated with the administration of Career and Technology Education Programs.

EDUCATION AND EXPERIENCE:

REQUIRED:

- Bachelor's degree
- Three years teaching
- Agricultural Education teaching certification

PREFERRED:

- Five plus years
- Knowledge of career and technical education

Strong leadership skills, excellent communication skills, and a willingness and ability to travel. Knowledge of school administration and school laws helpful. Computer skills and experience in Microsoft Office or comparable software.

Position based in Stillwater, OK. Travel required.

Duties/Essential Functions:

- Assist in the planning, developing, and implementing of programs to meet the career and technology education needs as requested by local education agencies, and identified by local and statewide guidelines.
- Coordinate and provide technical assistance and problem solving to meet local program needs.
- Coordinate and develop support program for Provisional, Emergency, and Alternative Certification teacher success.
- Coordinate, develop, and administer New Teacher in-service for first year and early career agricultural education teachers.
- Conduct program evaluations to assure program quality and assist with program improvement. Encourage innovative approaches for instruction and delivery.
- Coordinate, plan, and implement high impact professional development training and technical assistance for teachers and staff based on priorities and needs.
- Provide resources and support for PK-12 administrations seeking to add agricultural education programs.
- Assist in providing guidance and leadership to the student organization and assist with student conference activities.
- Develop and implement divisional activities to complement the goals and initiatives of the Department, including implementation of processes to increase effectiveness.
- Be available/willing to work nights, weekends and extended hours.

Salary/Benefits: \$56,985.95 - \$63,421.34 commensurate with education or experience. Health, dental, life and disability insurance; flexible benefits plan; teacher's retirement; vacation/sick leave; paid holidays; employee assistance program; and flex-time options. Total salary and benefits package valued at \$69,536.53 - \$76,456.30

Position posted for a minimum of 10 calendar days or until position is filled.

Send cover letter, including job title, and resume to:

Mail: Oklahoma Department of Career and Technology Education, Attn: Marie, 1500 West Seventh Ave., Stillwater, OK 74074.

Fax: 405/743-5186.

Email: applicant@careertech.ok.gov.

EEO employer.